

ROUTING AND RECORD SHEET

SUBJECT: (Optional) 25X1A Employee Notice - Delayed Opening of Certain Headquarters Entrances

FROM: [REDACTED] EXTENSION 5311 NO. DATE 25 August 1976  
Policy and Plans Group  
4E-58, Hqs.

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DD/PSI ✓ C/A&TD ✓ Chief, SRD ✓				<p>The attached Employee Notice was authored by PTOS within the Office of Security to insure consistency in the Office position.</p> <p>Please review and return any comments or suggestions by COB 31 August.</p> <p>Any questions may be directed to [REDACTED] PPG, x-5311.</p>
2. Chief, IRG ✓ Chief, SSC ✓ Chief, ISSG ✓				
3.				
4.			25X1A	
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Approved For Release 2000/09/14 : CIA-RDP83B00823R000800130041-1

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

[REDACTED]

Chief, *JTA*

EXTENSION

NO.

Headquarters Security Branch

4333

DATE

20 August 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

~~DC/PhySD~~

2.

3.

C/PhySD

4.

*COOS/PTOS*

5.

DD/PTOS

6.

7.

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12.

13.

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15.

*23 Aug 76*

*24 Aug*

*24 AUG 1976*

*24 AUG 1976*

*[Signature]*

*ANW*

*Concur*

*I concur in putting out the notice (I have rewritten the original draft - Tim & Jack J. have not seen it)*

*FYI - 24 hr. posts*

25X1A

*ON post (SEE PARA #2)*

*ANW*

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FROM:

Policy and Plans Group  
4E-58, Hqs.

EXTENSION

NO.

5311

DATE

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TO: (Officer designation, room number, and  
building)

DATE

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OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. Chief, SRD  
GE-31, Hqs.

25 Aug 76

RC

The attached Employee Notice  
was authored by PTOS within the  
Office of Security to insure  
consistency in the Office position.

2.

3.

Please review and return any  
comments or suggestions by COB  
31 August.

4.

25X1A

25X1A

Any questions may be directed  
to [REDACTED], PPG, x-5311.

5.

PPG 25 AUG 1976

6.

⑤ Looks OK &amp; SRD

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15.

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INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. Chief, SSC  
3F-22, Hqs.

7/25 8/25 A

2. PPG 4E-58

25 AUG  
1976The attached Employee Notice  
was authored by PTOS within the  
Office of Security to insure  
consistency in the Office position.

3.

Please review and return any  
comments or suggestions by COB  
31 August.

4.

25X1A

Any questions may be directed  
to [REDACTED] PPG, x-5311.

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1-2  
No comment

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FORM  
3-67

610

USE PREVIOUS  
EDITIONS☐ SECRET☐ CONFIDENTIAL☐ INTERNAL  
USE ONLY☐ UNCLASSIFIED

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

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EXTENSION

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5311

DATE

25 August 1976

TO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1.

DD/PSI

2.

*C/PPG*

25 AUG  
1976

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4.

25X1A

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15.

The attached Employee Notice  
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Office of Security to insure  
consistency in the Office position.

Please review and return any  
comments or suggestions by COB  
31 August.

Any questions may be directed  
to [REDACTED] PPG, x-5311.

*No Comment*  
*Sgan*

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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Chief, A&TD	24 AUG 1976	8/24 TGR	<p>The attached Employee Notice was authored by PTOS within the Office of Security to insure consistency in the Office position.</p> <p>Please review and return any comments or suggestions by COB 31 August.</p> <p>Any questions may be directed to [REDACTED] PPG, x-5311.</p> <p>1-6 NO OBJECTIONS FROM A&amp;TD</p>
2.			
3.			
4.		25X1A	
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6. 25X1A			
7. PPG - [REDACTED]	25 AUG 1976		
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13.			
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	RECEIVED	FORWARDED	
1. Chief, IRG GE-31, Hqs.	8/25/76		The attached Employee Notice was authored by PTOS within the Office of Security to insure consistency in the Office position.  Please review and return any comments or suggestions by COB 31 August.  Any questions may be directed to [REDACTED] PPG, x-5311.  1-2  No IRG Comments  25X1A [REDACTED]
2. PPG/OS all [REDACTED]	25X1A		
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INITIALS

COMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1. Chief, ISSG  
1E-4838, Hqs.

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31 August.

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25X1A

1357 129-3

#3

No comment.  
AM

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☐ SECRET

☐ CONFIDENTIAL

☐ INTERNAL  
USE ONLY

☐ UNCLASSIFIED

EMPLOYEE NOTICE

All Headquarters employees who daily utilize the Northwest Entrance, the Southwest Entrance, the Bus Stop Tunnel Entrance, or the North Cafeteria Entrance should be alerted to a change in the scheduled opening time. Due to a change in shift scheduling by the Federal Protective Service, the above entrances will be opened at 0715 hours rather than 0700 hours. Employees wishing to get in earlier than this time may use the Northeast or Southwest Loading Dock entrances which are open 24 hours each day.

Vehicle entrance gates will continue to be opened at 0700 hours each work day.